



2012-2013 reference form

Thank you for agreeing to be a reference! The young person for whom you're completing this form has applied to be on the Seattle Youth Commission, a formal body that advises local elected officials on policy matters that are of interest to Seattle youth.

Please complete this form as soon as you can—deadline for returning reference forms is Tuesday, April 24th.

You can return it in person to Sol Villarreal, Mayor's Office, 600 4th Ave, 7th floor, Seattle, WA 98104; by mail to Sol Villarreal, Mayor's Office, PO Box 94749, Seattle, WA 98124; by fax to 206-684-5360; or via a scanned image file to sol.villarreal@seattle.gov.

If you have any questions, please contact Sol Villarreal at 206-427-3062 or sol.villarreal@seattle.gov.

Name of applicant: _____ **Your name:** _____

1. How long have you known the applicant, and in what capacity?

2. Please describe the applicant's strengths.

3. Please describe the applicant's level of commitment.

4. Give an example of the applicant completing a project or assignment. How did he/she do in that process?

5. How does the applicant interact with other youth in a group setting?

6. Please describe any reservations you have about the applicant that we should be aware of or any information that may inform our decision.

**7. What else would you like us to know about the applicant as a potential Seattle Youth Commissioner?
Please take as much space as you need.**

8. Overall, how would you rate the applicant? (circle one)

Exceptional, rare find Very good, no reservations Recommended, no strong feelings

Good, some reservations Not recommended, several reservations

9. Please rate the applicant on the following characteristics and abilities (1 = low, 5 = high):

- Ability to work alone or with little supervision:
- Ability to work with others:
- Communication skills:
- Dependability:
- Flexibility:
- Leadership skills:
- Maturity:
- Outgoing nature:
- Consistency:
- Responsibility:
- Takes initiative:
- Availability (how busy is she/he?):

I hereby certify that all of this information is accurate and correct.

Signature: _____

Date: _____

May we contact you for further information about the applicant?

If so, please provide your desired contact information: